

BEFORE THE MERIT EMPLOYEE RELATIONS BOARD
OF THE STATE OF DELAWARE

In the Matter of the Maintenance Classification
Review of the Position of:

CORRECTIONAL RECORDS SPECIALIST
DEPARTMENT OF CORRECTION

Appeals filed by:	Dora Becton	Docket 12-09-560C
	Kimberly Bellis	Docket 12-09-561C
	Harold Edwards	Docket 12-09-562C
	Julia Peaco	Docket 12-09-563C
	Erin Klein	Docket 12-09-564C
	Nancy Price	Docket 12-09-565C
	Brenda L. Bell	Docket 12-09-566C

ORDER ACCEPTING FINDINGS OF THE INDEPENDENT REVIEWER

On July 10, 2012, OMB/HRM Director of Human Resources Linda McCloskey issued a memorandum to the Commissioner of the Department of Correction, providing the final results of the maintenance classification review for the Correctional Records series, to be effective July 1, 2012. The maintenance review resulted in the Correctional Records Clerk (pay grade 7) being revised to a career ladder consisting of the positions of Correctional Records Technician (pay grade 7) and Correctional Records Senior Technician (pay grade 9). The Correctional Records Specialist classification (pay grade 10) remained unchanged and the Correctional Records Supervisor was upgraded from a pay grade 11 to a pay grade 12.

On September 12, 2012, the seven above-named incumbents in Correctional Records Specialist positions filed identical appeal forms asserting one or more of their major duties and responsibilities and/or major knowledge, skills and abilities were not included in the

classification specification. They also asserted another classification more accurately reflected their positions and requested a new title and career ladder be created to be entitled “Technical Records Specialist I and II”. These class titles do not currently exist in the State’s classification system.

Upon receipt of the appeals and the agency’s response, this matter was assigned to MERB Independent Reviewer, Eunice Z. Craig, on September 21, 2012. The Independent Review included the following:

- Review of the seven classification appeal forms.
- Review of the Job Analysis Questionnaire for the Correctional Records Specialist.
- Group interview with six of the seven appellants on October 2, 2012 at the Correctional Administrative Offices, 245 McKee Road, Dover, work site for the seven appellants. (They agreed to a group interview since they had filed identical appeals. Only Brenda Bell was not present. My contact information was left for her if she had additional information to share.)
- Review of the Organizational Chart for the Central Offender Records.
- Review of the class specifications for Correctional Records Technician, Correctional Senior Technician, Correctional Records Specialist and Correctional Records Supervisor. Class specifications of the Correctional Records Management series were also reviewed.
- Review of the notes and analysis of the classification maintenance review team.
- Telephone conversation on October 10, 2012 with Rebecca McBride, Manager, Support Services, Director of Correctional Records.

The Independent Reviewer issued her Findings and Recommendations on October 15, 2012, in which she summarized her findings and recommendations:

SUMMARY OF FINDINGS:

1. Duties that the appellants state as not being included are sufficiently represented in the essential functions and levels of work for their class series. Since class specifications are descriptive and not restrictive, not every job duty or responsibility will be listed.
2. Knowledge, Skills and Abilities listed as not included are not included because the appellants do not perform supervision as defined by the State’s merit rules and do not perform administrative/management levels of work.
3. For a career ladder to be appropriate for any classification there must be significant differences of levels of work to distinguish between an entry level and a higher level. The five duties suggested by the

appellants as examples for a career ladder for their classification show little (assume supervisory duties) or no differences (maintaining logs, assist subordinates, proper filing and emergency situations) for two levels of work and do not demonstrate the requisite criteria of significant higher level duties. The appellants failed to show distinguishing levels of work acceptable for a career ladder.

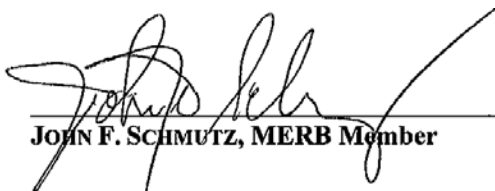
RECOMMENDATION: The appellants are properly classified as Correctional Records Specialists because their duties are sufficiently represented in their classification and because they failed to demonstrate significant higher levels of work to warrant a career ladder.

The recommendation was forwarded to each of the employees and to the Office of Management and Budget as required by 29 Del.C. §5915(e). The recommendations were not disputed by the parties and were accepted.

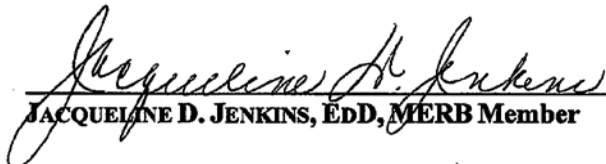
WHEREFORE, the Merit Employee Relations Board convened on January 30, 2013, and by motion, unanimously accepted the Findings and Recommendations of the Independent Reviewer, pursuant to 29 Del.C. §5915(e)


MARTHA K. AUSTIN, MERB Chairwoman


VICTORIA D. CAIRNS, MERB Member


JOHN F. SCHMUTZ, MERB Member


PAUL R. HOUCK, MERB Member


JACQUELINE D. JENKINS, EDD, MERB Member

Dated: January 31, 2013